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MEMORANDUM FOR: [REDACTED]

SUBJECT : Improving Federal Reporting and
Reducing Related Paperwork

1. In accordance with the requirement levied on the members of your DDS Task Force on Improving Federal Reporting and Reducing Related Paperwork we have made a compilation of the various reports, both manually and computer prepared, with which the Office of Finance is involved.

2. A summary of this compilation reveals the following:

	<u>Number of Reports</u>	<u>Estimated Annual Cost</u>
Manually produced reports prepared within the Office of Finance	118	\$ 145,282
Manually produced reports resulting from Office of Finance requirements	40	254,905
Computer produced reports for the Office of Finance (does not include any OCS costs)	<u>42</u>	<u>48,667</u>
	<u>200</u>	<u>\$ 448,854</u>
TOTALS	<u>197</u>	<u>\$ 448,854</u>

It is our understanding that you will add the appropriate Office of Computer Services costs to the 41 computer produced reports noted above.

3. We are continuing our study to determine the need for each of these reports and to arrive at an estimated savings of man-hours and dollars for the remainder of the fiscal year.

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[REDACTED]
L. E. BUSH
Director of Finance

Distribution:

Orig. & 1 - Addressee

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1 - OF/DD/A&A [REDACTED] (16 October 1970)

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